

## Guidelines to Assist Districts in Documenting Possible Test Security

When conducting an investigation, the district will be asked to answer the following questions:

- What is the allegation and where did it happen?
- Who is investigating the incident (name and title)?
- Did the alleged incident occur?
- What exactly occurred and how did it occur?
- How many were involved or will be effected (staff and students)?
- What is the district's plan to ensure this type of incident does not occur in the future?
- Summary of determination.

In order to assist districts in investigating and documenting the possible test security violation, the following guidelines have been established.

### **Describe what occurred in the building/classroom during the test administration in the written report.**

- ☐ Have you determined that testing procedures were followed by all school staff?
- ☐ Have you interviewed all individuals who were involved in, or may have information about, the affected school/classroom(s)?
- ☐ If you found evidence indicating a violation, have you described exactly what happened and why?
- ☐ If you found evidence indicating a violation, did you prepare a timeline, if necessary, to establish when the event(s) occurred?

### **If evidence of indication of a test violation is discovered, appropriately document the testing irregularity.**

- ☐ Have you ensured that the report and any provided statements clearly lay out the sequence of events and explain what happened?
- ☐ Have you received statements from all individuals who were involved in, or may have information about, the violation?

### **If evidence or indication of a testing irregularity is discovered, describe a plan to correct and mitigate any future occurrences of the testing violation.**

- ☐ Does the plan include a description of the specific procedure(s) that will be implemented to help prevent future occurrences of this type of violation?
- ☐ Does the plan include the name and role (title) of the person(s) responsible to implement the plan?
- ☐ Have you submitted all statements in letter form on paper or letterhead? Are they typed, signed, and dated?
- ☐ Have you submitted a final, written determination about what happened and who is responsible